

CHAPTER 10

EIBI Qualified Service Providers

The SCDDSN Autism Division is responsible for vetting each EIBI Provider Company and all individuals who wish to perform the duties of an EIBI Consultant. It will be the responsibility of the Provider Company to ensure the Lead Therapists and Line Therapists meet and maintain the requirements for those positions and that the Consultants maintain their qualifications for their position.

Qualifications for EIBI Provider Staff

Individuals who wish to provide EIBI services must meet the requirements listed below for the position in which they serve. The Provider must maintain documentation of staff credentials and written evidence of meeting stated requirements. This documentation must be made available to DDSN or its designee upon request as part of the Quality Assurance Review.

Note: The DDSN directive Criminal Record Checks and Reference Checks of Direct Caregivers (406-04-DD, see Appendix, DDSN Policies and Directives) pertains to EIBI staff at all levels (i.e. Line Therapists, Lead Therapists and Consultants) given that all staff provides direct services. Any responses received that are considered adverse in the above directive would prevent employment at any level. DDSN will be responsible for ensuring that all Consultants meet these requirements and all Providers must ensure those they hire meet these requirements. Although re-checks are not required annually, the EIBI Provider must have a policy that describes their frequency of doing re-checks (e.g. every 2 years or 3 years).

- **Must conduct a Federal Criminal Record Check**
- **Must obtain a written report from the Department of Social Services Child Abuse and Neglect Central Registry**
- **Must conduct a search on the website maintained by the Centers for Medicare & Medicaid Services List of Excluded Individuals/Entities**
- **Must obtain written reference checks from previous employers**

1. **Applied Behavior Analysis Consultant:** All EIBI services must have oversight by an Applied Behavior Analysis (ABA) Consultant. Individuals may qualify as an ABA Consultant if they meet the following requirements:

Board Certified Behavior Analyst (BCBA)

- A master's degree in behavior analysis, education, psychology, special education, or related field; and
- Current certification by the Behavior Analyst Certification Board as a Board Certified Behavior Analyst (BCBA); and

- At least one year of experience as an independent practitioner; and
- Successfully complete the initial approval process which includes an interview and the submission of a Work Sample that is reviewed and critiqued for competency by the Autism Division PDD interview team **or**

Board Certified Assistant Behavior Analyst (BCABA)

- A bachelor's degree in behavior analysis, education, psychology, special education or related field; and
- Current certification by the Behavior Analyst Certification Board as a Board Certified Assistant Behavior Analyst (BCABA); and
- At least two years of experience as an independent practitioner, and
- Successfully complete the initial approval process which includes an interview and the submission of a Work Sample that is reviewed and critiqued for competency by the Autism Division PDD interview team.

Note: As of July 1, 2012, the Non Board Certified Consultant (Tier 3) level will be closed to any new applicants. Only Consultants approved at the Non Board Certified level prior to July 1, 2012, will be allowed to perform Consultant level duties from this point forward.

2. **Lead Therapist:** For all individuals who serve as Lead Therapist, the Provider must ensure they meet the following requirements prior to a person providing any EIBI Lead Therapy services:

- A bachelor's degree in behavior analysis, education, psychology, or special education or related field; and
- At least 500 documented hours of supervised Line Therapy or supervised experience in implementing behaviorally based therapy programs consistent with best practices and research on effectiveness, for children with Pervasive Developmental Disorder to include autism and Asperger's disorder. The Provider must maintain documentation of supervised hours.
- The Provider must have documentation of the following being completed prior to a person providing any EIBI Lead Therapy services:
 1. See DDSN directive **Criminal Record Checks and Reference Checks of Direct Caregivers (406-04-DD, see Appendix, DDSN Policies and Directives)**.
 2. Current First Aid and CPR Certification (must be renewed as required prior to their expiration; any on-line training must conclude with an end of course face-to-face demonstration of proficiency facilitated by a currently credentialed First Aid Instructor and CPR.)

3. **Line Therapist:** All individuals who serve as Line Therapist must meet the following requirements:

- Be at least 18 years old and a high school graduate;
- Be able to speak, read and write English;
- The Provider must have documentation of the following being completed prior to a person providing any EIBI Line Therapy services:
 1. See DDSN directive **Criminal Record Checks and Reference Checks of Direct Caregivers (406-04-DD, see Appendix, DDSN Policies and Directives)**.
 2. Current First Aid Certification (must be renewed at least every three years prior to its expiration; any on-line training must conclude with an end of course face-to-face demonstration of proficiency facilitated by a currently credentialed First Aid Instructor.)
 3. Current CPR Certification (must be renewed annually prior to its expiration; any on-line training must conclude with an end of course face-to-face demonstration of proficiency facilitated by a currently credentialed CPR Instructor.)
 4. At least 12 hours of training to include but not limited to the items listed below. Any training done on-line or through videos must have a face-to-face component with validation of skills through demonstration and a posttest. Where indicated, DDSN policy must be a part of the training component.
 - Health Insurance Portability and Accountability Act (HIPAA)
 - Autism Spectrum Disorders
 - Basic ABA Procedures (e.g. errorless learning, antecedent/consequence analysis, task analysis, prompting, reinforcement)
 - Data Collection
 - Confidentiality and Ethics
 - Developmental Milestones
 - Preventing and Reporting Abuse, Neglect and Exploitation of People Receiving Services from DDSN or a Contract Provider Agency (**534-02-DD, see Appendix, DDSN Policies and Directives**)
 5. PPD Tuberculin Test (**PPD Tuberculin Skin Test Requirements PDD Form RP 15-A**).

Becoming an EIBI Qualified Consultant

Individuals who wish to provide Early Intensive Behavioral Intervention services as an Applied Behavior Analysis Consultant will receive upon request, the **Early Intensive Behavior Intervention Consultant Application** outlining the documentation that must be submitted to begin the approval

process. All Consultants must successfully complete the initial approval process. The initial approval process consists of the following:

1. Submission of a completed Consultant Application
2. Submission of required credentials
3. Submission of Work Sample
4. Interview process

The Autism Division will designate a team to screen individuals who apply to serve as Applied Behavior Analysis Consultants under the PDD Waiver/State Funded Program. All required documentation must be submitted to the Autism Division PDD Consultant. The Autism Division PDD Consultant will contact the potential EIBI Consultant to schedule an interview appointment.

Individuals who successfully complete the initial approval process will receive from the Autism Division PDD Consultant the **Early Intensive Behavior Intervention Consultant Approval Packet**. This packet will include:

1. The requirements necessary to comply with DDSN directive **Criminal Record Checks and Reference Checks of Direct Caregivers (406-04-DD, see Appendix, DDSN Policies and Directives)**.
2. The **EIBI Consultant Packet Checklist** and copies all the required forms that must be completed and returned.

If no adverse response is received as a result of DDSN directive 406-04-DD and all required forms are returned, the Autism Division PDD Consultant will send the interviewee a letter indicating that all criteria to provide EIBI services has been met. The Consultant will forward all information to the Department of Health and Human Services (DHHS) to be processed. Once processed, DHHS will send the Consultant a confirmation letter. All approved Consultants will be placed on the DDSN Qualified Provider List for EIBI services for a three-year period.

Note: Should an EIBI Consultant be located outside of a 25-mile radius from the South Carolina border, it is expected that they will comply with all procedures pertaining to the PDD Waiver/State Funded Program and, provide the same level of service as an in-state Consultant.

Annual Renewal, Recertification and Continuing Education for EIBI Consultants

In order to continue providing services through the PDD EIBI Program all approved EIBI Consultants certified by the Behavior Analysis Certification Board (BACB) must adhere to and abide by the most current requirements established by the BACB (e.g. ethics, continuing education, etc.).

Currently, BACB certificants are required to attest to their compliance with the organization's ethical and disciplinary rules on an annual basis and obtain 24 (BCaBA) or 36 (BCBA, BCBA-D) hours of continuing education credits every three years, three hours of which must relate to ethics or professionalism. Accordingly, annual renewals are due in year 1 and year 2 and recertification (with continuing education documentation) is due in the third year. Renewal keeps the Consultant's information current in the DDSN records and ensures the Consultant's continued compliance with BACB policies. Recertification requires that the Consultant report that they have met the continuing education requirements. No CE documentation is required unless the Consultant is audited by DDSN. For specifics pertaining to continuing education required and what is acceptable, Consultants are referred to the BACB home page www.bacb.com.

For the purpose of the PDD Program, DDSN adopts the most current standards and professional requirements established by the BACB. Although DDSN requires annual renewals and recertification, no fees or charges are imposed.

1. Annual Renewal

Annually, all qualified Consultants of EIBI services under the PDD Program must complete and submit the **EIBI Consultant Annual Renewal / Recertification Application (PDD Form 40)**. When completing the application annually, the "Annual Renewal" line should be marked. If a Consultant is Board Certified (BCaBA, BCBA or BCBA-D), their annual renewal date will be based on the date at which their board certificate was issued. If a Consultant is not Board Certified (Tier 3), their renewal date will be based on the date they were notified of successfully completing the EIBI Consultant interview process with the Autism Division. The application must be completed and return along with any other requested information to the address printed at the bottom of the application **no later than 30 days after the annual anniversary date the Consultant's certificate was issued (e.g. if the issue date is August 25, 2003, the renewal application must be received by September 24, 2004)**.

This application is required for all qualified Consultants who wish to continue providing Consultant level EIBI services through the PDD Program. Failure to accurately complete and submit this application by the due date will result in suspension as a Consultant until these requirements are met. Individuals will not be compensated for Consultant level work while suspended. Reinstatement will require written notification from DDSN.

2. Recertification

Every three years, all qualified Consultants providing EIBI services under the PDD Program must complete and submit the **EIBI Consultant Annual Renewal / Recertification Application (PDD Form 40)**. When completing the application for recertification, the "Recertification" line should be marked. If a Consultant is Board Certified (BCaBA, BCBA or BCBA-D), their recertification date will be based on the date at which their board certificate was

issued. If a Consultant is not Board Certified (Tier 3), their recertification date will be based on the date they were notified of successfully completing the EIBI Consultant interview process with the Autism Division. The application must be completed and return along with any other requested information to the address printed at the bottom of the application. The initial certification is good for three years. The Recertification Application is due **no later than 30 days after each three year anniversary (e.g. if the issue date is August 25, 2003, the recertification application must be received by September 24, 2006).**

This application is required for all qualified Consultants who wish to continue providing Consultant level EIBI services through the PDD Waiver/State Funded Program. Failure to accurately complete and submit this application by the due date will result in suspension as a

Consultant until these requirements are met. Individuals will not be compensated for Consultant level work while suspended. Reinstatement will require written notification from DDSN.

3. Continuing Education Units

- For information specific to continuing education requirements as it pertains to maintaining board certification, Consultants are referred to www.bacb.com. Information and guidance contained at this site is applicable to continue as an EIBI Consultant.
- Documentation of CEUs should not be submitted with a Consultant's Recertification Application. A 10% sample of applicants for recertification will be selected at random to submit documentation of continuing education. Consultants who are selected as part of the 10% sample will be sent a letter requesting this information and they will have 15 days to submit their documentation.

Note: Consultants approved at the Non Board Certified level (Tier 3) are required to obtain continuing education hours. Tier 3 Consultants will be reviewed based on the continuing education criteria established for the BCaBA level. Failure to obtain the required CEs will result in suspension as a Consultant until these requirements are met. Individuals will not be compensated for Consultant level work while suspended. Reinstatement will require written notification from DDSN.

Becoming an EIBI Qualified Provider Company

1. Application Process

Individuals or entities who wish to become a contracted Provider Company of EIBI services must contact the SCDDSN Autism Division to request an application and all required forms. The PDD Program contact information is PDDInfo@ddsn.sc.gov or 803-898-9609. Once all information is returned to the Autism Division, it will be forwarded to SCDHHS. If all documents are in order, SCDHHS will send the company a contract for signature.

2. New Provider Orientation

Once a Provider signs the contract with DHHS, the Provider should schedule a time with the Autism Division PDD Consultant to complete the Orientation for New EIBI Providers. This training will cover issues specific to how the EIBI Program works and allow the new Provider an opportunity to ask any questions that will enable the Provider to provide services more efficiently.

PDD Program Quality Assurance

The **PDD Program Quality Assurance Review** has been established to insure that the work conducted under the PDD Program adheres to all program standards, meets the needs of the consumers, and is implemented by entities that meet the established criteria. For the specifics as to how QA reviews will be conducted, refer to PDD Manual Appendix, DDSN Policies and Directives.